

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE70512627
POSITION NO: 243778
POSITION TITLE: _____

DATE POSTED: 10/05/16
CLOSING DATE: 10/18/16

DEPARTMENT NAME / WORKSITE: Navajo Head Start - Chinle, AZ
WORK DAYS: Monday - Friday REGULAR FULL TIME ☐
WORK HOURS: 40 hrs./Week PART TIME: ☐ NO. OF HRS./WK.: _____ \$ 42,380.80 PER ANNUM
SEASONAL: ☒ DURATION : _____ \$ 24.08 PER HOUR
TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Works as part of the education content area team and is responsible for the education and early childhood developmental services as mandated by the Head Start Performance Standards; direct and guide teaching staff in the development, implementation, and ongoing assessment of quality child development and education practices leading to school readiness outcomes for all children. Manages and supervises teaching staff in planning, organization, and delivery of developmentally appropriate practices based on individual and collective developmental abilities and potential of children. Coaches teaching staff in child observation, development procedures and skills required to gather aggregate and analyze data for informing teaching, curriculum implementation reports for parents, staff development, training, and program improvement. Conducts CLASS observations; provides and/or facilitates expert information, evidence-based practices techniques, guidance, material and training for teaching staff; ensures teaching staff request for special need/mental health observations for child/families; Assists teaching staff in developing a system which offers parents opportunities for enhancing their skill as the first and most valuable educator for the their children. Guides early Head Start to Head Start and head start to kindergarten transition strategies to promote continuity of services and parent involvement; leads team meetings to facilitate collaborative, consistent and appropriate planning for the needs of children and their families; participates in case conferences; ensures service coordination; maintains confidentiality of all personnel information, child and family records, related communications, meetings, and reports; prepares required reports; plans and conducts research, surveys, and related activities of Navajo education programs, services and school systems; attends educational conferences, seminars and in-service training to maintain current understanding of child development and best practices.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelors degree in Early Childhood, Education, or related field; three (3) years of classroom teaching experience.

Special Requirements:

- A favorable background investigation. *(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).*
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of: Head Start Performance Standard, Navajo Nation, federal, state and local laws relative to position responsibilities; advanced educational concepts, principles, theories, and applications; early development of children from prenatal through age 6, in all domains represented on the Head Start Child Development and Early Learning Framework; early childhood assessment tools and educational activities based on current and relevant research; health and safety practices applicable to the age of children to be served. Skilling: applying principles and modeling current early childhood developmentally appropriate practices ; working with parents and teachers to develop individually and developmentally appropriate programs for children; exercising professional judgement; the use of technology to effectively manage data and information.

Incumbent must abide by program standards of conduct.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.